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11 October 1954

Assistant Chief for Operations
Logistics Office

Chief, Records Management Division
Management Staff

Courier and Transportation Services Between Headquarters and the
New Records Center

1. Effective approximately 5 January 1955, the Agency's Records Center operations will be located at [REDACTED]. At that time it will be necessary to provide daily courier service between Headquarters and the Records Center for the collection and delivery of records up to a maximum of ten boxes (approximately 10" x 12" x 15"). In addition, provision will have to be made for the collection and delivery of inactive records accumulations in excess of the maximum of ten boxes. This will require a truck and two laborers at least twice a week.

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2. The courier service also should be required to pick up the accumulation of National Intelligence Survey reports from the Printing and Reproduction Division plant and deliver them to the new location.

3. Transportation of inactive records from Agency offices to the Records Center is now being provided in accordance with the provisions described above. In the event that these arrangements cannot be carried out when the Records Center moves to the new location, we should be notified immediately. For your information, a requisition was submitted on 24 August 1954 for a [REDACTED]

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File under requirements